

Dear Applicant:

Attached are the Qualification Summary, Examination Schedule, and a Benefits Summary for the position of Police Officer. Please pay particular attention to the qualifications as outlined in the Qualification Summary.

The e-mail you are receiving contains several attachments, including a personal history statement (PHS), drug and tattoo policy, arrest restrictions, and a credit check form. Make sure you review the drug and tattoo policy and the arrest restrictions before you begin to fill out the personal history statement. You **MUST** be in compliance with **ALL** three areas in order for you to be considered for the position. If you are **NOT** in compliance with **ONE** or more of these three areas, please send me an email to withdraw from our hiring process.

Personal History Statements with copies of the required documents listed below must be submitted by email to Sergeant Richard Savage at [rsavage@grapevinetexas.gov](mailto:rsavage@grapevinetexas.gov). The documents must be submitted in a PDF format and the originals must be brought to the physical agility assessment for verification of authenticity. Please scan each document separately and attach them to the email. The following documents must be submitted via email:

1. PDF Copy of your signed Personal History Statement
2. PDF Copy of your Birth Certificate.
3. PDF Copy of your current Driver's License.
4. PDF Copy of your high school diploma or transcript or GED.
5. PDF Copy of all college transcripts
6. PDF Copy of Military discharge papers (DD214) (if applicable).
7. PDF Copy of the Sterling Consent Forms (8 Page Document)

**The last page of the PHS must be signed and the waiver release form at the end of the PHS must be notarized. These forms must be part of the PDF Copy of the PHS.**

Originals (except college transcripts) will be returned. An official PDF college transcript emailed to me from your college will be accepted as an original.

Once your documents have been emailed to me and I have reviewed them I will email you an interview time and date.

**NOTE: INCOMPLETE PERSONAL HISTORY STATEMENTS AND RESUME'S WILL NOT BE ACCEPTED.**

## **POLICE OFFICER QUALIFICATION SUMMARY**

**Candidates must possess one of the following qualifications at the time of application:**

1. High School Diploma/GED, **plus** (2) years current continuous employment in good standing with the City of Grapevine **OR**
2. High School Diploma/GED, **plus** (2) years active military service with an Honorable Discharge, **OR**
3. High School Diploma/GED, **plus** TCOLE license (Texas Peace Officer Certification) with an **HONORABLE DISCHARGE** (if applicable), **OR**
4. 30 College Credit Hours at a regionally accredited college or university, no police experience or certification required.

Applicants must possess all of the following:

**A valid Texas driver's license or **be able to attain prior to employment**, Proof of U.S. Citizenship (Birth Certificate or proof of naturalization), Honorable Discharge (DD 214) if you served in the U.S. Armed Forces (if applicable), Texas Peace Officer Certification/TCOLE license (if applicable).**

Applicants must be at least age 21 on date of hire. No DWI/DUI convictions in last ten years. No Class B misdemeanor convictions in last 10 years. No Class A misdemeanor or felony convictions. No convictions, deferred adjudication, or probation for assault / family violence or theft.

For more information, please contact:  
Sergeant Richard Savage  
(817) 410-3203 Fax (817) 410-3207  
Email [rsavage@grapevinetexas.gov](mailto:rsavage@grapevinetexas.gov)

## **POLICE OFFICER EXAMINATION SCHEDULE**

### **ENTRANCE EXAMINATION: Physical Assessment**

DATE: Monday, October 31, 2016 / Saturday, December 3, 2016 /  
Saturday, January 7, 2017

TIME: 8:00 am

PLACE: Grapevine Middle School Football Field  
301 Pony Parkway, Grapevine, Texas 76051

The exam consists of:

- 1.5 mile run 16 minutes or better
- 300 meter run 71 seconds or better
- Sit Ups 29 (within 1 minute)
- Push Ups 25 (within 1 minute)

### **ENTRANCE EXAMINATION: Written Assessment**

DATE: Monday, October 31, 2016 / Saturday, December 3, 2016 /  
Saturday, January 7, 2017

TIME: 10:00 am or 30 minutes after the physical ability test concludes

PLACE: Grapevine Recreational Center  
1175 Municipal Way  
Grapevine, Texas 76051

Check in will start at 10:00 am. **Test will begin at 10:30 am.** No one will be admitted after 10:30 am. **\*\*\*Test times are subject to change; if a time change occurs the applicants will be notified at the physical ability test.\*\*\*** You must have your driver's license to be admitted. Please note if anyone leaves the building after the test has started, they will not be allowed re-entry.

Applicants need a passing score on the Written Assessment portion of the Entrance Examination (70% minimum). Those passing the Written Assessment portion of the Entrance Examination will move on to the Preliminary Interview Board.

Those individuals passing the physical ability, written examination, and preliminary interview will be given a time and date for a formal interview.

## **FORMAL INTERVIEWS:**

**DATES:** *Out of Area Applicants*

Tuesday, November 1, 2016  
Sunday, December 4, 2016  
Sunday, January 8, 2017

*In Area Applicants*

Wednesday, November 2, 2016 through Friday, November 4, 2016  
Monday, December 5, 2016 through Friday, December 9, 2016  
Monday, January 9, 2017 through Friday, January 13, 2017

**TIME:** 7:00 am – 6:00 pm

**PLACE:** Grapevine Police Department  
307 W. Dallas Road  
Grapevine, Texas 76051

APPLICANTS MUST SUCCESSFULLY PASS THE FOLLOWING TO BE  
**CONSIDERED** FOR HIRE:

- |                                    |                          |
|------------------------------------|--------------------------|
| 1. Written test                    | 6. Polygraph Examination |
| 2. Physical Assessment             | 7. Psychological Exam    |
| 3. Preliminary Screening Interview | 8. Physical examination  |
| 4. Background Investigation        | 9. Drug screen           |
| 5. Credit Check                    | 10. Chief's review       |

## **POLICE OFFICER BENEFITS SUMMARY**

### **BASE PAY**

Starting Police Recruit Salary is \$4,189.59 monthly plus benefits (those attending Basic Academy). \$4,399.07 monthly plus benefits for applicants with TCOLE License and less than 24 months Police Officer experience. \$4,619.03 monthly plus benefits for applicants with TCOLE License and more than 24 months Police Officer experience.

### **IN ADDITION TO BASE PAY:**

1. Longevity Pay: \$4 per month times years of service, up to 25 years.
2. Incentive Pay: \$50 per month for an Intermediate TCOLE Certificate,  
\$75 per month for an Advanced TCOLE Certificate,  
\$110 per month for a Master TCOLE Certificate.
3. Court Pay: Required court appearances are paid time & one half.
4. Retirement: TMRS at 20 years, city match 2:1, vested after 5 years.

### **OTHER BENEFITS:**

1. 120 hours sick leave each year
2. 120 hours paid vacation
3. 9 paid holidays
4. Deferred Compensation Plan
5. Military leave
6. Sick leave buy back
7. Medical, dental, vision and life insurance
8. Issued uniform and equipment. Department issued Glock 22 handgun.
9. Uniforms dry cleaned at Department expense.